



UNITED STATES MARINE CORPS
MARINE CORPS AIR FACILITY
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QUANTICO, VIRGINIA 22134-5063

and
Marine Helicopter Squadron One
2101 Rowell Road
Quantico, Virginia 22134-5064

AFO 5300.3
AF 144
HMX-1 S-4
5 Oct 93

AIR FACILITY ORDER 5300.3

From: Commanding Officer, Marine Corps Air Facility
Commanding Officer, Marine Helicopter Squadron One
To: Distribution List
Subj: MEMORANDUM OF UNDERSTANDING (MOU)
Ref: (a) Inter-Service Support Agreement (ISSA) between
Commanding General, Marine Corps Combat Development
Command (MCCDC) and Commander, Marine Corps Air Bases,
Eastern Area (COMCABEAST) dated 20 Oct 92
(b) MCO P10110.14L
(c) MCO P11000.22
(d) AFO 7220.1
Encl: (1 Memorandum of Understanding (MOU))

1. Purpose. To publish a Memorandum of Understanding (MOU) between the Commanding Officer, Marine Corps Air Facility (MCAF), Quantico and Commanding Officer, Marine Helicopter Squadron One (HMX-1).

2. Information

a. General. This MOU is intended to provide additional administrative and personnel guidelines necessary to support the base functions provided by the MCAF and not specifically outlined in reference (a) and other Marine Corps Orders.

b. Guidelines for specific commodity areas are contained in enclosure (1).

c. Staffing Policy

(1) Personnel in a disciplinary status pending an administrative discharge, or assigned to weight control/personal appearance/remedial Physical Training programs will not be assigned to a MCAF support billet without prior approval of the CO, MCAF.

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(2) Personnel who enter a disciplinary status while assigned to a MCAF support billet will be retained by the CO, MCAF until all disciplinary action has been completed, unless the Marine is not able to perform his/her duties as a result of the disciplinary status.

(3) Personnel will normally be assigned to a MCAF support billet for a minimum of 30 days.


(4) In the event that MCAF is requested to provide personnel in support of Marine Corps Combat Development Command (MCCDC) requirements, those quotas assigned will be distributed between personnel of Headquarters Squadron (HqSqdn) and HMX-1 on a per capita basis.

3. Action

a. CO, MCAF. Provide required support functions per this Order.

b. CO, HMX-1. Provide personnel and support functions per this Order.

4. Recommendations. Recommendations concerning the content of this MOU are invited. Such recommendations will be forwarded to the CO, MCAF via the appropriate chain of command.


BARRY M. FORD
Commanding Officer
Marine Corps Air Facility


M. W. DE MARS
Commanding Officer
Marine Helicopter Squadron One

DISTRIBUTION: A

MEMORANDUM OF UNDERSTANDING (MOU)

1. To insure proper support and to identify HMX-1 requirements necessary for the smooth functioning of all MCAF commodity areas, the following MOU is hereby agreed upon by both commands:

MCAF DINING FACILITY

1. In accordance with reference (b), one messman will be provided for every twenty-five (25) personnel. This translates into a requirement for thirty-one (31) messmen.
2. After evaluating manpower requirements for both HqSgdn and HMX-1, a more reasonable number of eighteen (18) messmen has been agreed upon. Of these, thirteen (13) will come from HMX-1 and five (5) from HqSgdn.
3. Oncoming messmen will report to MCAF/HMX-1 medical officer for a food handlers physical. Not later than the 25th of the month prior to duty, messmen will report to the Dining Facility manager with the results of their physical to receive instructions for duty.
4. Turnover of messmen will occur on the last working day of the month. If the last day of the month falls on the weekend, turnover will go on the preceding Friday for accountability purposes.

MCAF ARMORY

1. The MCAF Armory has been established to hold and maintain weapons for both HqSgdn and HMX-1.
2. All personnel assigned to a rifle/pistol range will ensure that they have a valid weapons custody card and appropriate 782 gear (to include magazines) not later than 1300 the day before the individual's first snap-in day.
3. No weapons will be issued after the specified date and time above.
4. Any personnel firing a weapon checked out from the MCAF Armory will be responsible for cleaning that weapon at least three times prior to the final turn-in of the weapon.

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5. All personnel who are assigned specific weapons, rifle or pistol, will be responsible for cleaning their weapons at least once a month.

BUILDINGS AND GROUNDS

1. In support of MCAF's buildings and grounds program, i.e., grass cutting, weed eating, police calls and painting of common areas, HMX-1 agrees to provide a minimum of two (2) personnel per month to MCAF, S-4 for general upkeep of MCAF/HMX-1 areas.

2. Turnover of personnel will be conducted on the last working day of each month.

3. The Logistics Officer, MCAF will be responsible for:

a. Providing and maintaining all grass cutting equipment and supplies for upkeep of all common areas.

b. Maintenance and grounds upkeep

4. HMX-1 personnel will be responsible for grass cutting inside the fenced in areas of their buildings.

BEQ/BOQ

1. In support of MCAF's Bachelor Enlisted and Bachelor Officer Quarters, HMX-1 agrees to provide a minimum of two (2) personnel per month for general upkeep of BEQ/BOQ.

2. Turnover of personnel will be conducted on the last working day of each month.

3. To ensure cleanliness of the BEQ, the Commanding Officer, HMX-1, will appoint sergeants to the BEQ advisory board.

4. The Logistics Officer, MCAF will be responsible for

a. Providing cleaning equipment and supplies for upkeep of all common areas.

b. Maintenance and grounds upkeep.

5. The Logistics Officer, MCAF will provide the Commanding Officers of MCAF and HMX-1 a BEQ status report showing the BEQ occupancy percentage. This report will be provided on a monthly basis or when the occupancy rate exceeds 95%.

ENCLOSURE (1

6. All requests for geographic bachelor quarters and/or requests for BAQ/VHA "own right" will be in strict accordance with references (c) and (d).

SPECIAL SERVICES

1. Special Services funds are provided to MCAF by the MCCDC Morale, Welfare and Recreation (MWR) department. These funds are based on the total number of personnel assigned to HqSqdn/HMX-1 and provide for special services activities/equipment.
2. MCAF S-4 is responsible for the proper distribution of these funds.
3. All funds received by MCAF from MCCDC MWR will be divided between HqSqdn and HMX-1. The percentage to be given to each unit will be determined annually, on 1 October, using the total on-board strength of each unit as of that date.

TELEPHONE

1. All HMX-1 telephone requests will be submitted to MCAF, S-4 via HMX-1, S-4 on NAVFAC Form 9-11014/20.
2. The Commanding Officer, MCAF is responsible for funding oversight of all telephone-related matters, both at MCAF and at HMX-1's alert facility at NAS Anacostia, to include review of unauthorized phone calls and collection of funds.
3. The Logistics Office, MCAF will provide the Commanding Officers of MCAF and HMX-1 quarterly telephone expenditure reports.

FACILITIES

1. All HMX-1 work requests will be submitted to MCAF, S-4 via HMX-1, S-4 on NAVFAC Form 9-11014/20.
2. The Commanding Officer, MCAF is responsible for funding oversight of all facilities-related matters.

TRANSPORTATION

1. MCAF will provide basic dispatch/motor pool functions in support of HMX-1 GME requirements.

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2. All HMX-1 GME/tactical requirements will be submitted to MCAF, S-4 via HMX-1, S-4.
3. Any vehicle requirements above MCAF's capacity to provide will be forwarded to MCCDC Base Motor Transport for approval.
4. The Commanding Officer, MCAF is responsible for funding oversight of all transportation-related matters.
5. The Logistics Office, MCAF will provide the Commanding Officers of MCAF and HMX-1 with a quarterly Motor Transport expenditure report.

MARINE CORPS PROPERTY

1. The Commanding Officer, MCAF is responsible for the management of all ground supply functions for MCAF and HMX-1.
2. The Commanding Officer, MCAF is accountable for all property records of garrison and T/E equipment for MCAF and HMX-1.
3. All property records (CMR's) must be reconciled at least quarterly.
4. The Commanding Officer, MCAF is responsible for funding oversight of all ground supply-related matters, to include budgeting for replacement/new garrison property items and other items carried on various CMR's of MCAF/HMX-1, as well as review of unauthorized purchases and loss of equipment.

NAVY SUPPLY

1. The Commanding Officer, MCAF is responsible for funding oversight of all procurement-related matters, to include review of fuels accounting, unauthorized contracts and impress fund requests.
2. The Contracting Officer, MCAF will provide the Commanding Officers of MCAF and HMX-1 with a monthly status report on all outstanding contracts.

CIVILIAN PERSONNEL. The Commanding Officer, Marine Corps Air Facility (MCAF) is the Payroll Manager for all HMX-1/MCAF civilian employees. Accordingly, all Personnel Action Requests, Performance Appraisals, and Timekeeping/Pay matters will be processed through the Commanding Officer, MCAF.

ENCLOSURE (1)